

**APPLICANT TRACKING SYSTEM**  
**RFP # 98150004**  
**QUESTIONS AND ANSWERS**  
**FEBRUARY 20, 2015**

Question 1: What are the key objectives and benefits that The County is targeting after the implementation?

Answer: Please refer to the Technical Questionnaire in the RFP.

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Question 2: Please clarify the core HR system.

Answer: Ceridian. HPW as an HRIS, and Ceridian Recruiting System as the ATS.

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Question 3: What are the 3rd party services like Background Checks, Assessments etc being used by The County?

Answer: The County is in the process of centralizing pre-employment activities like physical testing, backgrounds, etc. Performance testing is currently coordinated outside the ATS.

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Question 4: What are the different types of recruiting being done at the County?

Answer: Currently posting to the County website and select posting services such as Indeed.

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Question 5: What are the key reporting requirements?

Answer: Compliance, internal analytics, and ad hoc reports are all key.

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Question 6: What is the current HRIS/system of record in place?

Answer: Ceridian Systems HPW.

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Question 7: Will automated integration be needed with HRIS/system of record?

Answer: Yes.

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Question 8: Is more than one hiring process used?

Answer: Generally, no.

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Question 9: What is the current applicant tracking system in place?

Answer: Ceridian Recruiting Systems (CRS).

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Question 10: Will all data need to be migrated from the current ATS?

Answer: Perhaps not, but proposers should assume that it will.

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Question 11: On page 5, you indicate the proposer must send an original and 8 copies. On page 13, you indicate an original plus 7 copies. Is 7 copies sufficient?

Answer: Yes.

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Question 12: On page 4, you indicate that Milwaukee County (MCDHR) and Milwaukee Transit System (MCTS) intend to enter into separate contracts. Would the agencies consider consolidating to achieve economies of scale if possible?

Answer: Yes.

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Question 13: On page 4, you state MCDHR has 4,547 FTE's. Does this include seasonal workers?

Answer: No.

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Question 14: Can you confirm the proposed solution needs to automate the application process for seasonal employees?

Answer: Yes.

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Question 15: How many total employees with seasonal workers?

Answer: Seasonal workers add 800-1000 to the number of total employees.

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Question 16: It does not appear that the employee count on page 4 includes MCTS. How many employees are at MCTS including any seasonal if applicable?

Answer: Approximately 1,100, very few of which (if any) would be seasonal.

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Question 17: In appendix 6, number 6.7 you ask “Are there extra charges for installation, testing or coordination with our current systems (both hardware and software)? If so, please outline all additional charges in the COST section of the questionnaire.” Can you clarify what you mean by “coordination with our current systems”?

Answer: We use Ceridian HPW for our HRIS.

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Question 18: If you are looking to integrate with other systems, can you provide detailed integration requirements for each system? (what data needs to be passed to/from the system, how often, are there required file formats, etc.)

Answer: We would be looking to pass as much data as possible across to the HRIS at hire – demographic, pre-employment requirements, etc.

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Question 19: If detailed integration requirements are not available at this time, is it sufficient to provide a ball park of integration options pending further discovery?

Answer: Yes.

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Question 20: Are you looking to automate the on-boarding process as part of this project? I.e. Offer letters, I-9 forms, orientation, etc.

Answer: Yes.

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Question 21: Has the county set aside a specific budget amount for this project? If the information is public record, can you provide the budget amount or instructions on where to find the information?

Answer: The 2015 Milwaukee County Adopted Budget can be found at

<http://county.milwaukee.gov/PSB/County-Budget/2015-Budget/2015-Adopted-Budget.htm>.

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Question 22: On page 20, you have the following insurance requirements that do not seem to apply. If they do, can you provide further clarification?

Hospital, Licensed Physician or any other qualified healthcare provider under§ 65Wisconsin Patient Compensation Fund Statute

\$1,000,000 per Occurrence

\$ 3,000,000 Annual Aggregate

Answer: That insurance requirement will not apply.

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Question 23: What is the exact/specific Scope of the services being requested?

Answer: Please refer to the Technical Questionnaire in the RFP.

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Question 24: Who is the current provider?

Answer: Ceridian Recruiting Systems.

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Question 25: What are the current provider's prices?

Answer: This data is being retrieved and will be posted as soon as possible.

